

**TITLE: CIB 98-20 Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)**

**August 4, 1998**

**MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS**

FROM: Marcus L. Stevenson, Procurement Executive

SUBJECT: Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)

**CONTRACT INFORMATION BULLETIN 98 - 20**

In order to simplify procedure and consistently identify and report on contractors doing business with the federal government, the Federal Procurement Data Center (FPDC) has determined that the DUNS numbering system will be used. The DUNS number replaces the Contractor Establishment Code (CEC) number previously used for reporting.

Effective with FY-97 FPDC reporting, the DUNS number is to be used when submitting and reporting award data to USAID/W. The Acquisition & Assistance (A&A) module in the NMS has been updated to accommodate this change.

Contractors can obtain their DUNS number (at no charge) by calling 1-800-333-0505. If the contractor cannot provide its DUNS number, the contracting office should obtain it by contacting Dun & Bradstreet as follows:

Requests for 5 or fewer DUNS numbers can be obtained via telephone at (610) 882-7741 or (888) 546-0024

Requests for more than 5 DUNS numbers should be obtained via facsimile at (610) 882-7140 M/OP/CIMS will continue to establish an account with Dun & Bradstreet to cover the costs of obtaining DUNS numbers.

When requesting DUNS numbers, the following information is required by D&B:

1. Name of Agency: USAID
2. Agency Code: 1152
3. Contracting Office Code: 11520
4. Name and telephone number of the individual making the request
5. Contractor name, street address, city, state, (country if applicable), zip code and telephone number (if available).

Should you need assistance in obtaining DUNS numbers, please contact:

M/OP/CIMS

Room 2.07-056

RRB

Washington, DC 20523

Telephone: (202) 712-0397

Facsimile: (202) 216-3131

Please direct any questions regarding this CIB to Judy Britt, M/OP/CIMS at (202) 712-0397.